STUDENT TECHNOLOGY

How To Sign in To Your University O365 Archive Inbox Via the Web

These steps will apply to most commonly used browsers (Chrome, Firefox, Safari, etc.)

Navigate a web browser to outlook.miami.edu.



Enter your University of Miami CaneID and password, and then click Sign in.

Then, enter your multi-factor authentication (MFA) passcode, and then click Verify.

UNIVERSITY OF MIAMI	MIAMI Enter your passcode Verify it's you by entering a passcode from the Duo Mobile app.			
Sign in with your University of Miami credentials (either primary email address or CaneID):	Passcode			
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Sign in	Other options			

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	Notes							
	Conversation History							
	C RSS Feeds							
	Create new folder	All done for the day						
	Ca Search Folders	Enjoy your empty indox.						
	> In-Place Archive -W							
	Go to new Groups							

You will then be taken into your **Microsoft O365 Archive** email inbox.

Please Note: You will not be able to send or receive emails in your O365 Archive email inbox after August 1st, 2024.

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